



Maryland Department of
Juvenile Services
Treating • Supporting • Protecting

RECRUITMENT AND EXAMINATION ANNOUNCEMENT

This is a Position Specific Recruitment for the Department of Juvenile Services. The resulting eligible list will be used to fill this position or function only. Persons interested in future vacancies in the DJS Resource Specialist Supervisor job classification must reapply at that time. Please see information about where to apply on back of this job announcement. Sending your completed application to an incorrect address may result in not being considered for this recruitment.

POSITION TITLE: DJS Resource Specialist Supervisor

Announcement Number 10-2597-900

(List the job title and announcement number on your application)

SALARY: \$42,891 - \$68,664

LIMITATION ON SELECTION: Limited to current DJS employees

CLOSING DATE: November 18, 2010

POSITION DUTIES: The Maryland Department of Juvenile Services is accepting applications for the **DJS Resource Specialist Supervisor**. The position is located in the Towson office in Baltimore County, MD but will require travel to offices in the Central Region (Baltimore, Carroll, Harford and Howard counties). The position will manage the placement process for youth who are under the jurisdiction of DJS. The position will work directly with Central Maryland staff regarding the needs of the youth by providing expertise in treatment options, fiscal resources, availability of programs and program development. The position will ensure that the provision of individualized services to youth are appropriate and efficient by identifying and procuring services that meet the needs of the youth in the least restrictive environment, consistent with public safety and that are fiscally responsible. The position will also manage the budget, participates in development of contracts, RFP's and solicitations; program development and program monitoring. This position may supervise professional and support staff. This is a highly responsible position with multiple roles requiring contacts with all levels of administration within and outside of DJS.

MINIMUM QUALIFICATIONS:

Education: Possession of a Bachelor's degree from an accredited four year college or university.

Experience: Three years of experience providing case management services to emotionally or socially maladjusted, delinquent, victimized, or exceptional juveniles in a community or residential setting.

Notes: 1. An Associate of Arts degree in the social or behavioral sciences or criminal justice from an accredited college or university and two years of experience providing direct

- services to children in a community or residential setting may be substituted for the required Bachelor's degree.
2. A Master's degree in the social or behavioral sciences or criminal justice from an accredited college or university may be substituted for one year of the required experience.

LICENSES, REGISTRATIONS AND CERTIFICATES:

Candidates appointed to positions in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties may be required to possess a motor vehicle operator's license valid in the State of Maryland.

SELECTION PROCESS AND ASSESSMENT: Applicants who meet the minimum qualifications and Limitation on Selection will be admitted to the evaluation for this classification. The assessment will be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is important that you provide complete and accurate information on your application. Please report all related experience and education. Please make sure that you provide sufficient information on your application (and on separate pages, if necessary) to show that you meet the qualifications for this recruitment. For education obtained outside the U.S., you will be required to provide proof of the equivalent American education as determined by a foreign credential evaluation service. **All information concerning your qualifications must be submitted by the closing date.** We will not consider information submitted after this date. Successful candidates will be ranked as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED and placed on the employment (eligible) lists for at least one year.

TO APPLY: Applications will be evaluated based on materials submitted in relation to the above responsibilities and requirements. Therefore, it is important to provide complete and accurate information. To be considered for this position, a Maryland State Employment application (MS100) for DJS Resource Specialist Supervisor with appropriate announcement number must be received at the address listed below by the closing date. To download the MS100 application, visit www.djs.state.md.us

**Maryland Department of Juvenile Services
Recruitment & Examination Division
One Center Plaza
120 W. Fayette Street
Baltimore, MD 21201**

Equal Opportunity Employer

Appropriate accommodations for individuals with disabilities are available upon request by calling:

410-230-3282

For recorded job information, call: 410-230-3487

BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES

- ✓ Medical/Health Insurance Plans:

PPO Plans

- CareFirst Blue Cross/Blue Shield PPO
- United Healthcare PPO

POS Plans

- CareFirst Blue Cross/Blue Shield MPOS
- Aetna Choice POS II
- United Healthcare Choice Plus POS

EPO Plans

- CareFirst Blue Cross/Blue Shield EPO
- Aetna Select EPO
- United Healthcare Select EPO

- ✓ Prescription Plan

- ✓ Dental Plans:

- United Concordia DPPO
- United Concordia DHMO

- ✓ Term Life Insurance Plan

- ✓ Personal Accidental Death and Dismemberment Plan

- ✓ Long Term Care Plan

- ✓ FREE Vision Plan

- ✓ Flexible Spending Accounts:

- Health Care Spending Accounts
- Daycare Spending Accounts

- ✓ State Retirement and Pension System

- Employees are vested in the pension system after five years of employment

Tax-deferred supplemental retirement savings plans:

- 457
- 403(b)
- 401(k)

- ✓ SECU Credit Union

- ✓ Direct Deposit

- ✓ Savings Bonds

- ✓ Maryland Prepaid College Savings Plans

- ✓ Paid Holidays: 11-12 per year

- ✓ Annual Leave

- Up to five years of service, 10 days earned per year
- Five to 10 years of service, 15 days earned per year
- 10-20 years of service, 20 days earned per year
- 20+ years of service, 25 earned per year
- Employees may carry over up to 10 weeks of annual leave per year

- ✓ Personal Leave: Six days per year

- ✓ Sick Leave: 15 days per year, unlimited accrual

- ✓ Compensatory Leave

- ✓ Military Leave

- ✓ Leave Bank and Employee-to-Employee Leave Donations

- ✓ Employee Assistance Program

- ✓ Flextime and Teleworking opportunities for some positions

* Please note that the benefit information provided pertains to full-time, permanent employees. Health benefits coverage is available to qualified domestic partners. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.